

# Job Seeking Skills Workshops

## December 2016

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
Dec 5	1:00 PM–3:30 PM
Dec 19	1:00 PM–3:30 PM
INTERVIEWING SKILLS:	
Dec 8	1:00 PM–3:30 PM
Dec 12	9:00 AM–11:30 AM
JOB SEARCH STRATEGIES:	
Dec 13	1:00 PM–3:30 PM
PROFESSIONALISM IN THE WORKPLACE:	
None	
*LINKEDIN #1:	
Dec 6	1:00 PM–3:30 PM
*LINKEDIN #2:	
Dec 15	1:00 PM–3:30 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**PROFESSIONALISM IN THE WORKPLACE:** Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

**LINKEDIN #2:** Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

americanjobcenter®

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**December 2016** (continued)

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### Life Skills

#### BUDGETING AND CREDIT:

Budgeting - Dec 13	8:45 AM–12:00 PM - TIER 1
Credit - Dec 15	8:45 AM–12:00 PM - TIER 1

#### FOOD SENSE - USU EXTENSION:

None

#### FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE:

None

#### STRENGTHENING THE COUPLE RELATIONSHIP:

None

#### PARENTING WITH LOVE AND LOGIC:

None

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

**FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette:** For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:** Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:** Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

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